



Learning Matters

FOR EVERYONE.

Associate Board

Table of Contents

- Associate Board Overview 2
 - Mission
 - Roles and Responsibilities
- Associate Board Internal Framework 3
 - Expectations
 - Financial Commitment
 - Time Commitment
 - Participation
- Structure..... 4
 - Co-Chairs
 - Fundraising Chair
 - Engagement Chair
 - Event Chair
 - At-Large
- Benefits 6
- Background Information About Learning Matters..... 7

Associate Board Overview

Mission

The Learning Matters Associate Board is a group of emerging leaders, age 23-35, who dedicate their own time, talents, networks and resources to raise awareness and support for the work and mission of Learning Matters.

Roles and Responsibilities

The role of an Associate Board member carries with it the responsibility to serve as a committed supporter and thoughtful advocate for Learning Matters. The specific responsibilities that all members are asked to accept are included below.

Expectations and Responsibilities	<ul style="list-style-type: none">• Spread awareness of Learning Matters and its mission• Give or Get \$500 annually*• Attend and invite people from your network to our events
Time Commitment	<ul style="list-style-type: none">• Serve a term of two years• Attend or call in to four of the six Associate Board meetings each year, varying number of taskforce meetings as needed, and special events
Staff Support	<ul style="list-style-type: none">• Associate Board members will receive regular, timely, and accurate information from Learning Matters staff• Associate Board members will receive staff support in fulfilling their responsibilities particularly as they access their networks to secure support and give/get of \$500
Benefits	<ul style="list-style-type: none">• Become part of the Learning Matters network• Network with the Learning Matters Board of Directors Members and their contacts• Your name will be included on related Associate Board marketing materials and our website• Invitations to special events with Learning Matters

**The “give or get” policy is a “best practice” in the fundraising space. “Give or get” policies mean that each board member is expected to donate a certain amount of money per year, either from their personal resources (“give”) OR help raise money and/or drive in-kind resources from others to the organization that have monetary value (“get”).*

Associate Board Internal Framework

Purpose

The Learning Matters Associate Board will be a powerful engagement tool to cultivate the next generation of leaders and supporters of Learning Matters. Together, in collaboration with the Governing Board, Learning Matters will leverage the Associate Board as a gateway to engage talented volunteers, reconnect with alumni, and raise awareness among a younger generation to ensure the longevity and support of our organization.

Goals

In the first year of its founding, the Learning Matters Associate Board aims to:

- Recruit two co-chairs and supporting leadership roles
- Recruit an additional 7-12 general members initially
- Host two cultivation events, and one fundraiser (varying in size)
- Increase an overall awareness of Learning Matters among a younger demographic

Expectations

Members will work together to leverage their time, talent and resources to advance the mission of Learning Matters. In doing so, all members, at all levels, will be held to the expectations outlined below. Annual reviews of each member's contribution will be conducted by Associate Board leadership to ensure participation and/or encourage increased engagement.

Financial Commitment

Members are responsible to give or get monetary or in-kind resources equivalent to, or greater than, \$500 each year.

Time Commitment

Meetings

- Members are required to attend at least four of the six board meetings each year. Members will be provided with the opportunity to dial-in, should physical presence not be possible.
- Meetings will be scheduled by Associate Board leadership in coordination with Learning Matters leadership. These meetings will be hosted at Learning Matters Nashville center.
- Each member will serve a term of two years, with a mid-term review, conducted at the start of each year by Engagement Chair and Associate Board leadership

Participation

Associate Board Events

- Members will attend at least half of Associate Board events each year and contribute in a meaningful way, through either ticket sales, participation, or in-kind contributions
- Members will lead or join at least one special taskforce initiative throughout the year

Learning Matters Events

- Members will attend the Learning Matters annual fundraiser each year
- Members will invite at least four guests to Learning Matters events throughout the year.

Awareness

- Similar to a governing board, members will serve as thoughtful advocates for Learning Matters, staying up to date on its mission, programs and events and issues related to Learning Matters.
- Members will introduce the work of Learning Matters to internal networks through word of mouth, social media and/or personal introductions, to help increase awareness.

Structure

The Associate Board will be led by two Co-Chairs who will ensure the overall success of the Associate Board. Co-Chairs will be supported by additional leadership roles, including Event, Fundraising and Engagement Chairs to ensure constant momentum and engagement of the board. All other members have the option to join taskforces.

Co-Chairs

Purpose: Ensure the overall success of the Associate Board.

Term: Co-Chair roles will serve staggered terms in two-year intervals. In the first year of the Associate Board's existence, Learning Matters will welcome one Chair. As the Associate Board builds in the second term year, a second Chair will be appointed. From there, each term a new Chair will be appointed and the more senior Chair will roll off.

Roles: Co-Chairs are model members of the Associate Board and set the example of performance and participation. Co-Chairs do not always have to be the top fundraisers, but will be incredibly involved, passionate and engaged with Learning Matters. These members have a history or willingness to drive significant resources for the organization, whether monetary or in-kind.

Basic responsibilities include:

- Ensure the overall success of the Associate Board
- Be the main point of contact between Learning Matters staff and Board of Directors and the Associate Board
- Schedule, set agendas and send any follow-up communication for all meetings

- Lead meetings and ensure everyone has an opportunity to participate
- Work with the organization to make final decisions on events, members, new processes, etc.
- Hold all members accountable for their required participation and fundraising goals

Fundraising Chair

Purpose: Ensure the fundraising success and financial transparency of the Associate Board

Term: One-year term, with the option to serve an additional year, at the discretion of Co-Chairs and Learning Matters leadership

Role: The Fundraising Chair tracks the overall fundraising goals of the Associate Board. This includes individual give/get goals as well as in-kind contributions. This person also works with the organization to provide appropriate fundraising tools for members and acts as the lead on any major fundraising initiatives of the Associate Board. This member will report up to the Co-Chairs on overall progress throughout the year.

Engagement Chair

Purpose: Ensure effective growth and new member relationships of the Associate Board

Term: One-year term, with the option to serve an additional year, at the discretion of Co-Chairs and Learning Matters leadership

Role: The Engagement Chair will vet, onboard and welcome new members to the associate board. This role is also responsible for promoting/posting engagement and volunteer opportunities for new and prospective members.

Event Chair

Purpose: Ensure all events are executed successfully

Term: One-year term, with the option to serve an additional year, at the discretion of Co-Chairs and Learning Matters leadership

Role: The Event Chair will be the point person for all events. This person also leads logistics and planning, as well

All-Large Members

Taskforce (Ad Hoc):

Once leadership positions are in place, the Associate Board will add a fluid structure for general members by leveraging taskforces to encourage more engagement and strategic participation across membership to drive real action quickly and effectively.

What is a taskforce? A taskforce acts as a temporary committee, dedicated to a certain project or task and overseen by a relevant leadership role. As different initiatives arise, a taskforce of interested members will be put together to carry out the goal at hand. Once the goal or event is complete, the taskforce will dissolve and a new initiative can be

carried out. This will allow members with particular skills or interests to volunteer for projects that also align with their schedules.

Benefits

Learning Matters will provide special opportunities to ensure the professional development, stewardship and cultivation of their Associate Board members which may include:

Opportunities for Professional Growth and Networking

- Mixers or networking events exclusively with Governing Board members
- An invitation for members to sit in on Board of Directors meetings on a rotating basis and report on Associate Board progress
- Mentor opportunities between Board of Directors and Associate Board members

Special Events and Experiences

- Complimentary or discounted tickets to the annual gala or fundraiser
- Exclusive opportunities to engage with our programs and experience the work of Learning Matters.

Recognition

- Associate Board names and titles listed on Learning Matters website and relevant marketing materials
- Recognition or award given at annual event for top Associate Board performers and/or fundraisers

Background Information About Learning Matters

The Learning Matters Story

As with many great stories of humble beginnings, Learning Matters, Inc. began in 2006 as a conversation between friends. Around a kitchen table, Christie Andrews and Deb Kitchens shared coffee and dreamed of a place where kids, regardless of their parents' income, could come and receive remediation, instruction and academic mentoring.

Since our founding, through conservative fiscal management and support from our community, Learning Matters trained teachers and learning specialists have provided 59,400 hours of one-on-one intervention, our assessment team evaluated the learning profiles of 1502 students and provided 690 hours of advocacy out of our Nashville and Hendersonville centers.

Services are provided on a sliding fee scale, based on family income. Approximately 38% of our students receive services at a reduced rate.

Learning Matters Lines of Service Delivery

1. Academic Assessment: to identify a student's unique learning profile,
2. One-on-One Teaching: to remediate a learning disability, and
3. School Advocacy: to help parents attain necessary accommodations for their child.

Mission of Learning Matters

To reduce barriers to learning and ensure educational equity for K-12 students with learning disabilities. Through our work, we aim to improve student academic performance, increase feelings of self-worth, and enhance opportunities for success in life.

Vision

Through the support of volunteers, donors and community partners, Learning Matters aspires to turn compassion into action so that:

- every student has the opportunity to realize their full academic potential.
- every caregiver has a resource they can turn to help their struggling student attain academic support services for their child.
- our community is informed and educated about diverse learning styles and their prevalence.

Values

We affirm our commitment to all students with diverse learning abilities, and their families and support networks, with three values that are essential to our continued success in meeting our mission.

COLLABORATIVE: We work in partnership with schools, families and community organizations, and always embrace diversity and inclusiveness.

COMPASSIONATE: We are dedicated to improving the lives of those we serve and to treating each other with care and respect.

COMMITTED: We hold ourselves accountable for defining and meeting program goals, delivering on our mission and carefully stewarding our donor funds.